

North Carolina Agriculture Cost Share Program Review Summary
(month, year)

County	<u>Buncombe</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Anthony Dowdle, Gary Higgins</u>	Date	<u>2/15/17</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Davis Ferguson, Tom Hill</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	2 nd Thursday of every month, some changes. Usually posts 10 days in advance.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Web page, on district newsletter		X			

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<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>	X				Site visit made, discussion with landowner, review of old plan/file if present, develop plan and look for funds to address resource concerns. Excellent work with grants and other funding sources.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Smaller issues are addressed readily. If NOV or other issue may take more time. Sometimes may be beyond scope. Staff does a lot of non-traditional clients including horse farms, individual landowners, etc. May have more clients receiving technical assistance without cost share than with.		X	See above, commendation for excelling in this area.		
<i>Are applications reviewed and approved by the Board as a separate action item?</i>			X		Buncombe does a good job in using the priority ranking form and in following procedures with one minor exception. The applications are not approved as a separate item. This is an oversight and the staff has noted that they will make the needed correction to comply with policy.	X		Please fill out a plan of action for this item and address how you will, or have, corrected this oversight. It is my understanding that action was taken immediately.		
<i>Are application motions/decisions recorded in the board minutes?</i>				X	See above, this will be completed by staff from here forward.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Priorities address other issues, few if any incentive payments have been made over the last 15 years or so. Buncombe has tracked other capped		X			

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Is your district using the self-certification for incentives form provided by the division?					payments (waste mgmt., etc) to ensure compliance with those.					
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Not applicable		X			
At what point in the application process does the district develop the contract? Describe this process.				X	See above, site visit performed, plan developed after that. Staff does a great job in putting together conservation plans with their clients.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				After Division approves, staff makes site visit with specs and work sheets and goes over the contract and specs with landowner at this point. Staff does go over contracts/plan with participants PRIOR to approval to go over program policies prior to approval so participant knows what to expect if approved.		X	Commendation for excelling in working with participants of the programs (and non-cost share work performed) to ensure high quality work is implemented.		
Describe the district/board's procedure for approving supervisor contracts.				X	Not any in several years. Followed policy last time (2007 or so?).		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Staff goes over each contract separately with the Board. See above section referring to the applications		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes N/A for supervisor contracts; supervisors have not participated in the programs.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	N/A, see above		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Occurs after Division approval, site visit made. Talks with participant about lining up contractor, getting necessary materials, etc. For CCAP contracts staff does write a letter to participant to clarify as this clientele is much less familiar with contracting procedures. See the above commendation for the excellent work performed in this area.		X			
What information do you provide the applicant?				X	The plan, specs, standards, map, all necessary documents to ensure that policy and procedures are addressed.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?	X				Depends on the BMP. Gravity feed system staff will be there during entire operation. With pressure they will go over the project with the contractor, landowner. If working with an experienced participant, there may not have quite as much in the field time		X	Commendation for ensuring that work is completed according to standard and for conducting pre-construction meetings. Excellent processes.		

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					spent. CCAP will be different, more hands-on due to the participants not having an understanding of the processes.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	All districts have fewer contracts these days due to limited funding, so Buncombe has the ability to work with them in more detail. Most of the 1/3 past dates are tied to engineering requests.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators request additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, though seldom an issue		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	As Built drawings completed in red to distinguish from the original and/or are recorded in the Field Book. Documented on the work sheets. Actual measurements made in the field.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Measured in the field and documented in the field book work sheets, etc.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, receipts are kept.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			

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Are payment motions/decisions recorded in the board minutes?				X	Yes		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	Most staff and one Board member, sometimes more than one Board member is present.		X			
How does the district randomly select which contracts to spot check?				X	Spreadsheet is numbered, goes online and gets a random number generator to determine. Both ACSP and CCAP		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes, but no WMS cost shared lately.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	Not a priority BMP, they don't rank high, would comply if they funded any.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS				X	Not applicable, did comply in previous years.		X			

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employee or district supervisor? This includes CPOs, revisions, supplements or repairs.										
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Not applicable, Buncombe had one compliance issue in years back and policy was followed.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Not an issue, followed policy on the last one found out of compliance.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, when the last one was done 15 years ago.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Not an issue		X			
Is the district notifying the division of non-compliance and resolutions?				X	Not an issue		X			

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Section 3: Record Keeping										
Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	Have spreadsheets for all programs and use the CS2 application as well		X			
In what instances does the district use the division on-line (website & CS²) reports?				X	BMP certification form will be used this year. Past years used their own form.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Spreadsheet and new billing form helps. The county audits the district's records according to state law		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Anthony Dowdle		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Separate line item by the County.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes, recently updated		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>					See other forms					
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